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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

OCTOBER 1968

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ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (*Items 2 through 18 in cubic feet*)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. *ACCESSION JOBS (Number)*	72	315	
2. RECORDS ACCESSIONED	650	2,762	127,601
3. RECORDS DISPOSED OF AT CENTER	545	1,422	25,662
4. RECORDS TRANSFERRED FROM CENTER	262	~~628~~ 622	33,752
5. *RECORDS HOLDINGS* OFFICE FILES ✓	68,187		
6. INTELLIGENCE REPORTS RECEIVED	253	1,266	64,504
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	64	290	27,201
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	48	233	14,799
9. *INTELLIGENCE REPORTS HOLDINGS* SUPPL, DISTR'N ✓	22,504		
10. VITAL RECORDS RECEIVED	170	737	18,615
11. VITAL RECORDS DISPOSED OF AT CENTER	36	374	4,889
12. VITAL RECORDS TRANSFERRED FROM CENTER	0	17	4,582
13. *VITAL RECORDS HOLDINGS* ✓	9,144		
14. ARCHIVES ACCESSIONED	32	92	7,617
15. ARCHIVES DISPOSED OF AT CENTER	7	27	305
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	902
17. *ARCHIVES HOLDINGS* ✓	6,410		
18. *TOTAL HOLDINGS* ✓	106,245		

REFERENCE SERVICES

SERVICE (*Number*)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	6,525	23,058	798,903
20. INFORMATIONAL REQUESTS	745	2,944	47,511
21. Archival Documents	278	1,305	
22. INTELLIGENCE REPORTS	3,543	13,139	
23. VITAL RECORDS	163	731	
24. *TOTAL* ✓	11,254	41,177	
25. *NO. OF PAGES REPRODUCED* -	1,693	4,505	

ITEMS RECEIVED

ITEMS (*Number*)	REPORTING PERIOD	FISCAL YEAR TO DATE
26. INTELLIGENCE REPORTS	64,826	370,361
A. INITIAL RECEIPT	63,311	363,957
B. RETURNS	1,515	6,404
27. Archival Documents	2,645	9,752
28. VITAL RECORDS	1,923	7,653
29. *TOTAL* —	69,394	387,766

SHELVING UTILIZATION

SPACE (*Cubic feet*)	REPORTING PERIOD
30. *TOTAL CAPACITY* [redacted]	132,202
31. UTILIZED	85,750
32. ~~XXXXXXX~~	20,495
33. AVAILABLE	25,957

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